



Proposal Information Package
SUP-001 Rev 0

23 April 2020

Street Address
City, State Zip

Attachment(s): [Project Description and Plan]

Date

Dear _____:

On behalf of the Red String Foundation (the “Foundation”), I would like to congratulate you and your organization for making it to the Foundation’s Grant Proposal stage. Thank you for your interest in working with the Foundation.

The Grant Proposal stage is an important part of the Foundation’s grant selection process. It is your opportunity to describe your organization, the project, and the project’s desired outcomes. The information that you provide us will determine whether we will recommend the project to the Foundation’s Board for a grant decision.

To help you prepare the package, the attached information provides our Grant Proposal requirements and instructions. We prefer the proposal be submitted in a presentation format (e.g. Powerpoint).

We have also identified a Foundation Program Officer that you can contact to help you through the process and answer any questions that you may have.

Red String Program Officer:
Contact Information:

Once you have completed your project proposal, please electronically submit your proposal to us at admin@myredstring.org.

Sincerely,

[Name]
[Title]
Red String Foundation

1. Proposal summary

Please provide a summary of your proposal summarizing the key points or objectives of the project. It should have sufficient detail and specifics, to the point, pragmatic, and factual. This section may be the last one that you complete as it is a synopsis of the entire proposal.

2. Introduction/overview of your organization

Please include a biography of key staff, your business track record (success stories), company goals and philosophy. Tell us why your organization should be selected. We look for how your organization supports the local community; how much people within the community are involved in making your organization and projects successful; any certifications and licenses; financial health; and how your organization has capacity and the ability to meet all deliverables from both a project execution perspective.

3. Problem statement or needs analysis/assessment

Please provide the purpose of the grant proposal. In the problem statement, explain who will benefit and how the solution will be implemented. The problem statement should be data driven including history of the underlying problem, previous solutions that were implemented and potentially failed and why your solution will make a difference.

4. Project details and objectives

Please provide details of the project and the desired outcome and how success will be measured. This section is key to providing information on how the project aligns with the Foundation's mission, Focus Programs, and values (please reference our website, www.myredstring.org), and the benefits that we can expect to see for our investment.

Key Performance Indicators need to be articulated and explained with specific measurements detailed and when they will be taken (dates) how they will be measured and against what baselines will the results be taken.

5. Project design

Please include what needed skills and equipment are needed to successfully execute the project plan. We look for organizations that have a proven track record in good project management discipline and methodologies (e.g. detailed requirements, task management, interim deliverables, performance metrics, and end deliverables and results). The project plan should also include any risks, either to execution or deliverables and their respective mitigations. This is also the section to include your plan for communicating and sharing project status with the Foundation.

6. Funding Requirements

This section of your grant proposal is to detail the funding requirements you are requesting from the Foundation. Please include whether the proposal period of performance is within a single year (Jan-Dec) or multi-year; and an estimate of total funding being requested. If you are requesting multiple year funding, please provide a projected yearly estimate for the intending period of performance.

Please note that approval does not guarantee out-year funding. The Foundation's standard terms and conditions reserves the right to modify, suspend, or discontinue any payment of grant funds or terminate

the agreement if the Foundation is not reasonably satisfied with a grantee's progress on a funded project or for noncompliance to the grant terms and conditions. Any grant funds that may not have been for the project upon expiration or termination of the agreement must be returned promptly to the Foundation.

7. Total project budget

How much money is required to be funded to deliver the results? Please provide full justification for all expenses including labor, equipment, facilities, supplies, etc. Also include whether the project is dependent on co-funding and whether you have committed co-funding (internal or external) for this proposal.

The Foundation typically favors projects that are co-funded along with the perspective charity.

The project budget is a key section of the grant proposal. Overestimating may lose you the grant and underestimating may result in not executing to plan which will adversely impact your performance ratings and future collaborations with the Foundation.

SAMPLE